

Date: Current Date

To: Employee Name

From: Department Personnel Office

Subject: New Employer-Provided Health Insurance Offer and Coverage (1095-C) and Health Coverage (1095-B) Statements for Tax Year 2015

This notice is to tell you about new statements you may soon receive from (insert agency name) and/or your health plan. Employees eligible for, and enrolled in, CalPERS employer-sponsored health coverage will receive information statements from their employer and/or their health plan between January and March 2016. These statements are copies of Forms 1095-C and 1095-B or substitute forms.

Who will receive a Form 1095-C from (insert agency name)?

Employees who meet the Affordable Care Act (ACA) definition of a full-time employee will receive a Form 1095-C.

Beginning in 2016, we are required to report to the Internal Revenue Service (IRS) about the health coverage, if any, that we offered to our employees who meet the ACA definition of a full-time employee, generally defined as working 30 or more hours per week during the previous year. We are also required to provide an information statement (Form 1095-C) to these employees about the information we will report to the IRS.

Who will receive a Form 1095-B from their health plan?

All employees (subscribers) enrolled in a CalPERS health plan, regardless of full-time status.

Beginning in 2016, health plans are required to report to the IRS about the minimum essential coverage provided to subscribers and their dependents during the previous year. CalPERS' health plans are also required to provide an information statement (Form 1095-B) to each subscriber about the information it will report to the IRS.

When will I receive my statements?

Employers and health plans must issue statements to you by March 31, 2016 for the 2015 tax reporting year.

Why didn't I receive both statements?

Employers will provide statements (1095-C) to full-time employees as defined in the law. If you are not a full-time employee you will not receive this statement even if you are enrolled in the CalPERS health benefits program.

Health plans will provide statements (1095-B) to each subscriber enrolled in the CalPERS health benefits program. If you are a part-time employee who is not eligible for health benefits, or a full-time employee but were not offered or declined health benefits, you will not receive a statement from a CalPERS health plan.

Must I wait until I receive the statement(s) before I file my federal taxes?

No. You may not have received Form 1095-B or Form 1095-C by the time you are ready to file your 2015 federal tax return. While the information on these forms may assist in preparing a return, the forms are not required. Like last year, you can prepare and file your federal return using other information about your health insurance. You should not attach either of these forms to your tax return.

More information about the statements

- Box #15 on Form 1095-C contains your share of the lowest cost monthly premium available to you for self-only coverage, not necessarily the premium for the coverage in which you are enrolled
- Part III on Form 1095-C is purposefully blank. The health plan will report actual enrollees, including dependents, on Form 1095-B.
- Form 1095-B may be used to show that you meet the ACA's individual mandate regarding health coverage and should be retained with your income tax records

Visit IRS.gov (www.irs.gov/Affordable-Care-Act/Questions-and-Answers-about-Health-Care-Information-Forms-for-Individuals) for questions and answers related to Forms 1095-C and 1095-B